

HISTORIC REVIEW
Permits within National Register Historic Districts (NRHD)
(July 2002)

CITY OF AUSTIN

**CITY OF AUSTIN
HISTORIC REVIEW PROCESS
PERMITS WITHIN NATIONAL REGISTER HISTORIC DISTRICTS**

Overview:

The Historic Landmark Commission reviews exterior building, demolition and relocation permits within National Register Historic Districts in an effort to retain the historic integrity and defining architectural characteristics of the City's designated historic areas. The City Historic Preservation Office staff can provide assistance and guidance on the City Historic Landmark Commission's design review process, and are available to meet with property owners. A copy of the Commission's historic review design guidelines is available by request.

The City Historic Preservation Office can administratively approve "minor projects" - including rear additions and changes to outbuildings 500 square feet or less in size, and minor building alterations, rehabilitation and site construction work - if City historic design guidelines are met. All other permits require City Historic Landmark Commission review. For additional information, contact the City Historic Preservation Office at (512) 974-3530. A separate historic sign application form is required for any proposed signage.

Submittal Requirements:

- _____ 1. One set of dimensioned building plans, including elevations and site plan/layout (or plot plan), showing all proposed exterior and site changes (additions, alterations, new construction, demolition, outbuildings, etc.).
 - _____ a. All plans should be dimensioned, with the scale indicated on each submitted plan sheet.
 - _____ b. Elevation sheets must specify all building materials and finishes (i.e., composition roof, wood siding, wood sash windows, paint-grip metal siding, etc.).
 - _____ c. Original dimensioned plans should be no larger than 24" x 36" and should be of a good, reproducible quality.
- _____ 2. Color photographs of structure and site (include overall views and close-ups of all affected areas being modified). Polaroid photos and digital images can not be accepted.
- _____ 3. Color samples when repainting or new finishes are proposed.
- _____ 4. A request to demolish/relocate part or all of a structure must be accompanied by plans for new construction, if new construction is proposed. These plans shall comply with item #1 above. In addition, requests for demolition/relocation should include background information about the structure, including condition information and date of construction, to assist the Historic Landmark Commission in determining whether the structure is historically significant.

Submittal Process:

The completed application form and all submittal materials are due at least two weeks (14 days) prior to a scheduled Historic Landmark Commission meeting date. Submit applications to the City Historic Preservation Office, One Texas Center, 505 Barton Springs Road, 4th Floor by no later than 12:00 P.M. on the due date. The City Historic Preservation Office will perform a "completeness check" of each application within three (3) business days after it is received. City staff will only forward complete applications to the City Historic Landmark Commission for review.

Historic Landmark Commission Meetings:

The Historic Landmark Commission reviews permit applications for "major projects" within National Register Historic Districts at its monthly meetings (usually held the fourth Monday of each month). The applicant needs to be present at the Historic Landmark Commission meeting to answer any questions that may arise and to provide supplemental information as needed. Within 10 (ten) days after the meeting, the City Historic Preservation Office will mail the applicant a copy of the Historic Landmark Commission's approval/disapproval.

Additional Information:

The applicant will need to bring a copy of the plans "stamped" approved by the City Historic Preservation Office to the City Permit Center in order to obtain a City Building, Demolition or Relocation Permit.

**CITY OF AUSTIN
HISTORIC REVIEW APPLICATION
FOR PERMITS WITHIN NATIONAL REGISTER HISTORIC DISTRICTS**

A complete application form, including all submittal materials, is required for the City Historic Preservation Office to accept your application form.

Address of

Property: _____

Proposed

Use:

APPLICANT

Name: _____			
Mailing Address: _____		Telephone: (____) _____	
City: _____	Zip: _____	Fax: (____) _____	

OWNER

Name: _____			
Mailing Address: _____		Telephone: (____) _____	
City: _____	Zip: _____	Fax: (____) _____	

ARCHITECT (if applicable)

Name: _____			
Mailing Address: _____		Telephone: (____) _____	
City: _____	Zip: _____	Fax: (____) _____	

CONTRACTOR (if applicable)

Name: _____			
Mailing Address: _____		Telephone: (____) _____	
City: _____	Zip: _____	Fax: (____) _____	

Brief description of proposed work:

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Owner's Signature (Required)

Applicant's Signature (Required)

Date

Date

For City Use Only:

Application review date: _____

Application Complete: Y/N (If no: Date applicant contacted: _____)

Reviewer: _____

Submittal requirements complete: Y/N (If no: Date applicant contacted: _____)

Date Application Completed: _____